

ASI/USU Mobile Phone Policy

PURPOSE

The objective of this policy is to provide guidelines for use of a mobile phone to conduct Associated Students Inc. (ASI) and/or University Student Union (USU) business.

POLICY

The ASI and USU may expend funds for the use of an ASI or USU mobile phone or for a monthly reimbursement to an individual for using a personal mobile phone for ASI and/or USU business purposes. These types of expenses are to be included in the approved annual operating budget as approved by the Board of Directors. Each user must sign the Mobile Phone Usage Agreement.

This policy was voted on and approved by the
ASI Board of Directors on November 6, 2012
USU Board of Directors on November 1, 2012

The following signatures by the ASI President and USU Chair verify the approval of the ASI and USU Board of Directors:


Shanice Jackson - ASI President

2-12-13
Date


Emily Benefield - USU Chair

2-11-13
Date

** This policy may be amended by a two-thirds vote of the USU Board of Directors.*

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Approved
ASI: 11/06/12
USU: 11/02/12

PROCEDURE

1.0 ASI/USU Mobile Phone Used for ASI/USU Business:

- 1.1 Cellular telephones distributed to an employee are the property of ASI and/or USU.
- 2.0 Cellular telephones will be returned to the ASI and/or USU if the employee discontinues employment. Final paychecks will be withheld pending return of cellular phones.
- 3.0 The employee is responsible for notifying the ASI Office manager or USU Office Administrator and cellular service provider immediately to prevent unauthorized use of phone.
- 4.0 ASI Employees may request to purchase cellular accessories from ASI funds and USU employees from USU funds as long as they enhance the functionality of the phone. These expenditures must have prior approval by the Executive Director before a purchase is made.
- 5.0 Employees may make and receive personal calls using their cellular telephone. Employees are responsible for reimbursing the ASI for costs of such calls. Employees are responsible for identifying such calls on the monthly cellular service bills and submitting payment through the ASI Office manager. Employees are not responsible for reimbursing the ASI for personal usage, which are otherwise free per established cellular plan.
- 6.0 Mobile phone use while driving is discouraged but permitted. Employees are not to use an ASI or USU cellular telephone while driving unless they use a "hands-free" device designed to permit use of the phone while using both hands available for driving the vehicle. Employees are to exercise caution and good judgment while using cellular telephones while driving. Failure to do so will result in loss of use of ASI or USU cellular telephone.

Personal Phone Used for ASI/USU Business Use:

- 7.0 The ASI/USU will allow use of a personal cellphone to be used for business purposes with the agreement of the individual employee.
- 8.0 The employee must agree to have personal mobile phone available for business use daily.
- 9.0 The ASI/USU will issue a monthly stipend to the employee within ASI's or USU's annual budget. Request for an additional stipend will require documentation of the bill for the designated month.
- 10.0 In the event that accessibility to the employee becomes unacceptable, the ASI/USU may void this agreement with a 30 day notice to the employee. Upon such time the ASI/USU will issue an ASI/USU cellular phone.
- 11.0 A formal written agreement will be entered into between ASI and/or USU and the employee outlining the specifics to each individual employee. This agreement will be

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written by the Executive Director and/or ASI Vice President of Finance with the approval of the ASI Vice President of Finance and/or ASI President.

- 12.0 Mobile phone use while driving is discouraged but permitted. Employees are not to use an ASI cellular telephone while driving unless they use a "hands-free" device designed to permit use of the phone while using both hands available for driving the vehicle. Employees are to exercise caution and good judgment while using cellular telephones while driving. Failure to do so will result in loss of use of ASI cellular telephone.
- 13.0 **Cellular Phone Usage Agreement**
- 14.0 The undersigned indicates that the employee of the Associated Students, Inc., (ASI) of California State University, Stanislaus has been allotted a personal cellular phone usage allowance to facilitate completion of their duties with ASI. It has been determined that the position of the ASI President requires fifty (50) percent of cellular phone usage per month for business related purposes that contains the use of voice and messaging.
- 15.0 Because the employee has to use their personal cellular phone for business related purposes, ASI shall reimburse the employee an equivalent of fifty (50) percent of a basic phone plan cost per month of thirty (\$30) dollars and one hundred (100) percent of a basic data plan of thirty (\$30) dollars.
- 16.0 Total Monthly Reimbursement totals to sixty (\$60.00) dollars.
- 17.0 ASI will not pay for additional accessories or upgraded service plans.
- 18.0 **To obtain reimbursement, the employee must submit the original first page of their monthly mobile phone bill to the ASI Administrative Assistant .**